



**DEPARTMENT OF THE NAVY**  
NAVY RECRUITING DISTRICT, NEW ORLEANS  
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NEW ORLEANS, LOUISIANA 70143-5077

NAVCRUITDISTNOLAINST 1750.1J  
01A  
29 Jul 2013

NAVCRUITDIST NEW ORLEANS INSTRUCTION 1750.1J

From: Commanding Officer, Navy Recruiting District New Orleans

Subj: NAVY FAMILY OMBUDSMAN PROGRAM WITHIN NAVY RECRUITING  
DISTRICT NEW ORLEANS

Ref: (a) OPNAVINST 1750.1G CH-1  
(b) COMNAVCRUITCOMINST 1754.1F

1. Purpose. To promote policy and procedures for designation and utilization of Navy family members to serve as Family Ombudsman for NAVCRUITDIST New Orleans.
2. Cancellation. NAVCRUITDISTNOLAINST 1750.1H.
3. Background. References (a) and (b) provide guidelines for maintenance of an active ombudsman program by Navy commands.
4. Discussion. Navy Recruiting District (NRD) New Orleans geographic circumstances places command personnel and their families in isolation from Navy/military support facilities. As such, it is vital to have a program in place which will have a positive impact on families' quality of life. Due to current economic conditions and additional financial burdens placed on command personnel, a top priority at all levels of the command is to enhance the quality of life for command personnel. A working and productive Ombudsman Program is important for mission accomplishment.
5. Duties. The Command Ombudsman shall:
  - a. Function under the direction of the Commanding Officer (CO) and in close coordination with the Executive Officer (XO) and Command Master Chief (CMC) to ensure maximum effectiveness. Volunteer efforts should be aligned to the day-to-day efforts of the command.
  - b. Coordinate with military commissary, exchange and medical facilities, as necessary, to obtain maximum support for the spouses and dependents.

c. Support command sponsors and act as an advisor to incoming families.

d. Serve as the command contact between families and local command in matters of mutual interest with the Family Ombudsman Program.

6. Action. In addition to that contained in references (a) and (b), the following guidance is provided:

a. Per reference (b), Ombudsmen may be authorized use of government vehicles as a driver or passenger. Section 10 U.S.C., Chapter 81, Section 1588, states that Ombudsmen and other volunteers of Family Support Programs are covered for liability in case of accidents. Ombudsmen are recognized through official appointment letters issued by the Commanding Officer.

-- As a driver, Ombudsmen must have in their possession the official Ombudsman letter of appointment or an official DOD driver's license and a valid state driver's license.

-- As driver or passenger, ITOs are not required for local travel within the commuting area of assigned command or for trips performed outside of commuting or when completed same-day (no overnight involved); member is covered by virtue of appointed position.

b. Ombudsmen may be authorized overnight TAD trips outside of the local commuting area. If authorized POV, member is entitled to mileage and per diem. If travel furnished by government, member is entitled to per diem only. In each case, an ITO with cost data is required.

c. Commander, Navy Recruiting Command quarterly meetings of the Ombudsman Council shall be attended by at least one Command/Family Ombudsman representative to attain general information and present specific command related items of interest. Subsequently, NRD New Orleans will convene its own meeting (as prescribed by the Commanding Officer) with the following personnel present: CO, XO, CMC, Command Career Counselor, and at least one Command/Family Ombudsman.

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d. Ombudsman, under the direction of the XO and CMC, are to ensure that families are welcomed in a timely fashion and provisions of this instruction are observed.

/s/  
G. R. SHARP

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